



CONSTRUCTION PERMITS: CHANGE IN FACILITY OWNERSHIP

FREQUENTLY ASKED QUESTIONS (FAQS)

This document is intended to answer some frequently asked questions when a permitted facility undergoes a change in ownership. Linn and Polk Counties have their own permit programs and may have differing or additional guidance.

1. What notifications are necessary when an existing, permitted facility changes ownership?

If permitted equipment undergoes a change in ownership, the new owner must submit a written notification to DNR no later than 30 days after the change. Address the notification to:

CONSTRUCTION PERMIT SUPERVISOR
IOWA DNR AIR QUALITY BUREAU
7900 HICKMAN RD., SUITE 1
WINDSOR HEIGHTS, IA 50324

If the facility has a Title V Operating Permit, additional information may be required. Please refer to Iowa Administrative Code (IAC) 567 Chapter 22.111(1).

2. Is there a form for a change in ownership?

No, there is not a specific form for changes in ownership. The notification requirements can be found in IAC 567 Chapter 22.3(8) and require the notification to include the following information:

- The date of ownership change;
- The name, address and telephone number of the responsible official, the contact person and the owner of the equipment both before and after ownership change; and
- The construction permit number(s) of the equipment changing ownership.

CONSTRUCTION PERMIT QUICK REFERENCES AND LINKS

Locate a facility's current air construction permits at:

<https://www.iowadnr.gov/airpermitsearch>

Is a Modification to My Air Construction Permit Needed? Fact Sheet and FAQ:

http://www.iowadnr.gov/portals/idnr/uploads/air/conpermit/cp_modification_factsheet.pdf

http://www.iowadnr.gov/portals/idnr/uploads/air/conpermit/cp_modification_faq.pdf

Construction Permit Application Forms:

<http://www.iowadnr.gov/airconstructionpermits>

Construction Permit Application Fee Information and FAQs:

<https://www.iowadnr.gov/aqfees>

Minor Source: http://www.iowadnr.gov/Portals/idnr/uploads/air/aqfees/mnrsource_fee_faq.pdf

Major Source: http://www.iowadnr.gov/Portals/idnr/uploads/air/aqfees/mjrsource_fee_faq.pdf

3. What if I purchased a paint booth operation that was previously covered by a Permit by Rule for Spray Booths?

In this circumstance, follow procedures in question 1 and 2, providing a copy of the current permit with your notice. If changes are made to the booth or additional booths are installed, please fill out and submit a new permit by rule notice instead of a change in ownership notice.

4. What if I find equipment at a facility I recently purchased that does not appear to have a construction permit?

If you find equipment without an existing air construction permit, first check our website for the permit. Follow [this link](#) and you can search for the facility by facility number, which can be found on the cover page of any permit.

If the permit is not listed on the site and the equipment is not exempt or grandfathered, then you may need to fill out a construction permit application for any unpermitted equipment using the [forms](#) from our website.

5. Do I have to update my construction permit to reflect the change in ownership?

Modifying the construction permit is not necessary if the only difference from the existing construction permit is the new owner or facility contact information. The permit will be transferred to the new owner after DNR receives the change in ownership notification.

Please refer to fact sheet [Is Modification to My Air Construction Permit Needed?](#) for more details on when a modification to your permit is necessary. This can include equipment relocation, stack parameter alterations or emission unit alterations.

The new owner may choose to update the construction permit to reflect the new facility name or new contact information. Any associated permit fees will apply. Please see the "Application Fee FAQs" for [minor](#) or [major](#) sources for more details. If the owner chooses to open the permit, it will be evaluated and modernized to the current permitting standards.

6. If a permit lists the old owner, should I rescind the construction permit if I sell the equipment?

It depends. If the equipment is remaining at the same **Equipment Location** address, the existing construction permit will transfer to the new owner, so long as the change in ownership notification process outlined above is followed and the permit is not rescinded.

A rescission of an existing permit is only necessary when equipment is removed from the facility or unable to operate. Construction permits are not transferable to new locations, therefore if the **Equipment Location** on the cover page of the permit is changing, then the permit should be rescinded.

If a rescission is necessary, please send a letter addressed to:

KELLI BOOK
IOWA DNR AIR QUALITY BUREAU
7900 HICKMAN RD., SUITE 1
WINDSOR HEIGHTS, IOWA 50324

or by email to Kelli.Book@dnr.iowa.gov. The letter should contain the facility number and permit number(s). Both can be found on the front page of the permit(s).

If you have questions regarding this or any other Construction Permitting topic, please call:
1-877-AIR IOWA (1-877-247-4692)

Disclaimer: This document does not take place of any rule or law. This document may not reflect changes in rule or law that occur after the date noted below. Please contact DNR for the most recent applicable rules.